



JOB DESCRIPTION

Job title: Kitchen Manager
Reports to: Headteacher / Head of School
Grade: NJC Torbay G
Location: Totnes St John C of E Primary School

Trust Ethos and Mission statement

Excellence through cultivating character, sharing talents and pursuing excellence.

All members of the team employed by the Academy for Character and Excellence support and promote the Trusts mission and vision and promotes character education which is a values led approach. Our Trust values and ethos enable us to fulfil our mission of transformation through making a positive difference to ourselves, others and the world around us

Key purpose of the job

Overseeing the preparation of meals, organising food service and the purchase of food; supervision of staff

Key Duties

Operational

- Undertake skilled cooking activities connected to the full range of menu provision, for example meal planning, portion control, special dietary needs.
- Oversee the preparation of healthy, nutritionally balanced menus that meet the government's national nutritional standards for school lunches.
- Supervise the preparation of ingredients for meals
- Organise and supervise food service this may include transportation of meals
- Present nutritious foods in ways that children will find attractive

Maintenance of hygiene

- Ensure that catering practice complies with appropriate health and safety legislation.

Administration

- Supervise the purchase and storage of food to ensure compliance with stator requirements.

Resources

- Actively promote the school meals service to pupils and parents to increase awareness of healthy eating and the uptake of school meals.
- Ordering and recording of all ingredients used and stock taking.
- Create and maintain a purposeful, orderly and productive working environment
- Maintain records as requested

- Plan menus, following guidelines on nutrition and healthy eating
- Ensure availability to staff of equipment and supplies
- Monitor and manage supplies within an agreed budget, cataloguing and undertaking audits as required.
- Refill and replace consumables
- Report faulty equipment and other maintenance requirements to an appropriate person
- Maintain the security of the school premise by securing entrances/exits as appropriate and reporting potential security breaches.
- Ensure security of the school kitchen including freezers and stock cupboards etc
- Ensure lights and other equipment are switched off as appropriate
- Supervision and direction of other staff including allocation of duties and work rotas.
- Ensure the security of the kitchen, associated stores and surrounds.
- Ensure the cleanliness of the kitchen, its equipment and surrounds.
- Monitor and manage stock supplies, cataloguing as required and ensure their hygienic storage in accordance with domestic and catering standards.
- Develop contact with the suppliers of food and cleaning materials.
- Maintenance of specialist equipment, check for quality/safety, and report other damages/needs.
- Complete the weekly catering returns, timesheets and other necessary records
- Direct other staff in cooking activities
- Organise cooking routines to comply with specified standards
- Ensure compliance by yourself and others with all health and safety policies and procedures.
- Ensure safe use of yourself and others of equipment and materials.
- Demonstrate and assist others in safe and effective use of specialist equipment/materials.
- Train new staff in health, safety and food hygiene issues as appropriate.
- Liaise with site keeper or other designated supervisor
- Comply with recipe costings and ensure menu adherence
- Ensure portion control and minimise wastage
- Comply with current food safety legislation

General responsibilities

- Be aware and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos and aims of the school